



## County of Erie

**CHRIS COLLINS**  
COUNTY EXECUTIVE

**ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES**

### ERIE COUNTY YOUTH BUREAU 2012 GRANT APPLICATION PACKAGE RFP #1110BC

#### **THIS PACKAGE INCLUDES:**

- 2012 Grant Funding Guidelines and Eligibility
- 2012 Review Process
- 2012 Key Dates & Application/Notification Timeline
- 2012 Funding Categories
- 2012 Award Requirements
- 2012 Program Proposal Checklist
- Program Proposal Cover Page
- Program Narrative Outline
- Touchstones Life Areas, Goals, & Objectives
- Touchstones Services, Opportunities, & Supports
- 2012 Program Budget
- 2012 Budget Narrative

\*An electronic version of this application is available by emailing\*

[david.rust@erie.gov](mailto:david.rust@erie.gov)  
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## **Erie County Youth Bureau 2012 Grant Funding Guidelines**

### **Introduction**

The purpose of this Request for Proposals (RFP) is to solicit applications to the Erie County Youth Bureau for 2012 youth programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Erie County. All grants are appropriated by the Erie County Youth Bureau and Department of Social Services and awarded to local agencies targeting 'at risk' youth 5-21 years of age.

### **Mission**

The mission of the Erie County Youth Bureau is to serve youth and families through positive youth development, advocacy, delinquency prevention and intervention programs that strengthen families and communities.

### **Eligible Applicants**

Eligible applicants are current 501 (c)(3) not-for-profit organizations (as determined by the IRS) located in Erie County providing services to at-risk youth in the targeted age group. Organizations must have their own 501 (c)(3) status; use of other organizations' 501 (c)(3) status as a "pass through" is not permitted.

All applicants must provide performance based prevention strategies that demonstrate positive youth development principles and target the Touchstones Life Areas, Goals, and Objectives.

### **Review Process**

1. All proposals will be reviewed and evaluated by the Erie County Youth Board (a 21 member citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed checklist. **Requests that address the prioritized life areas based on New York State Touchstones will be given preference.**
2. By submitting an application, your organization asserts that the Request for Proposals document has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is a liability and not the responsibility of the Youth Bureau to correct or amend.
3. The Erie County Youth Bureau will only accept and review one program proposal per agency. This is a highly competitive process and the Erie County Youth Bureau will not be able to fund all applications.
4. Agencies whose applications are complete, according to the enclosed checklist, will have the opportunity to present their program proposal in an interview with the Erie County Youth Board. The Erie County Youth Board will then make funding recommendations to the Erie County Executive.
5. Recommendations and appropriations of the Erie County Youth Bureau and Board are subject to final approval by the County Executive and the Erie County Legislature.

### **Key Dates & Notification of Funding**

<b>June 13</b>	RFP release date
<b>June 15</b>	Briefing session to be held at Erie One Boces, 3:00 PM -355 Harlem Road, West Seneca, NY 14224
<b>July 13</b>	Proposals due to the Erie County Youth Bureau by 4:00 PM -Erie County Youth Bureau, 810 East Ferry, Buffalo, NY 14211
<b>August 10</b>	Agency Interviews with the Erie County Youth Board to be held at Erie One Boces, time TBD -355 Harlem Road, West Seneca, NY 14224
<b>December 2</b>	Notification of funding, pending approved New York State budget

### **Funding Categories**

Due to the limited amount of funding available, programs providing services to at risk youth in the following categories will be prioritized for consideration:

1. School Based Positive Youth Development Programs
2. After School Community Based Positive Youth Development Programs; this includes programs run by a specific agency with programming offered at various sites
3. Mentoring Programs
4. Juvenile Diversion Programs
5. Runaway and Homeless Youth Programs
6. Youth Employment Programs

### **Award Requirements**

Please note that a contract from the Erie County Department of Social Services will bind a contracted agency to the program specified in the submitted proposal. The contract will also bind a contracted agency to:

- Submit a New York State Annual Assessment and Results Based Accountability "Performance Measurement Form" (approved by the Erie County Youth Bureau). These forms will be required 30 days upon completion of the program year, or January 31, 2013.
- Submit required financial reports quarterly, including backup expenditure information.
- Be monitored unannounced during the course of the program to ensure safety and programmatic/fiscal accountability.
- Attend specified trainings.
- Be required to complete and submit New York State Quality Youth Development System (QYDS) forms 5001, 5002, and 5003. Agencies will also be required to submit a program budget, form 5005.
- Agree to procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County

Standard Insurance Certificate which shall be completed and signed by the Contractor's insurance company prior to contract execution. Said certificate need not be submitted with the RFP but will be required prior to contract execution and payment for program services.

All of this information and more will be available in the "Policies and Procedures Guide" that will be mailed to funded agencies with their 2012 contract.

## **Erie County Youth Bureau Checklist**

**To be considered for funding by the Erie County Youth Bureau/Board, your package must include the following in this order:**

- ☐ Program Proposal Cover Page
- ☐ Program Narrative
- ☐ Calendar of Activities
- ☐ Results Based Accountability Form (or other measurement tool)
- ☐ Program Budget
- ☐ Budget Narrative
- ☐ Board of Directors Roster
- ☐ Current 501 (c)(3) status- 1 copy only
- ☐ Most recent IRS 990 Form or Equivalent- 1 copy only
- ☐ 6 copies, plus original, of entire package

**- Deadline:** Six copies and the original must be submitted to the Erie County Youth Bureau by **4:00 PM on Wednesday, July 13th**. Please contact either David Rust at 923-4041 ([david.rust@erie.gov](mailto:david.rust@erie.gov)) or Nadia Moore at 923-4051 ([nadia.moore@erie.gov](mailto:nadia.moore@erie.gov)) with questions.

**Erie County Youth Bureau  
Attn: 2012 Grant Proposal  
810 East Ferry  
Buffalo, NY 14211**

**Erie County Youth Bureau  
2012 Program Proposal Cover Page**

Name of Agency: \_\_\_\_\_

Program Name: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Website: \_\_\_\_\_

Total Program Budget: \$\_\_\_\_\_

Total Amount Requesting From ECYB: \$\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Board Chairperson/Executive Director)

**Office Use Only-----**

Received by: \_\_\_\_\_

ECYB Date Stamp:

- ☐ **All required documentation attached**
- ☐ **Missing required information**

## **Erie County Youth Bureau**

### **\*Program Narrative Instructions\***

**Please note: there is an 8 page maximum for the entire Program Narrative section, please keep within each sections page limits**

- 1. Organization Mission: (Page Limit:1 page)** Please provide a brief description of your organization's mission.
  
- 2. Target Population: (Page Limit:1 page)** Please include a summary of the items below:
  - Number of young people to be served. Please be specific to this program, not as an overall agency.
  - Ages.
  - Sex.
  - Race/ethnicity.
  - Geographic location.
  - Zip Codes served.
  - Describe how often you update your youth participants' demographic information.
  - Based on the previous year's program, please give the retention rate of your youth participants.
  - Describe what strategies the proposed program will use to attract and retain the expected number of participants.
  - Describe how attendance will be tracked. Regular attendance is expected.
  - Describe the experience your organization has serving this population.
  
- 3. Touchstone Life Areas: (Page Limit:1 page)** Please note which of the following touchstone life areas your agency will target. **Note:** Under Physical & Emotional Health, while "Recreation Activities" (both summer and year round) can be considered a component to a program, it must be a component, not an entire program. Please focus on programs that impact the prioritized area(s). The touchstone life areas are:
  - Economic Security
  - Physical and Emotional Health
  - Education
  - Citizenship and Civic Engagement
  - Family
  - Community

Please Include:

- Touchstone Life Area (Limit- 2)
- Touchstone Goal (Limit- 2 per Touchstone)
- Touchstone Objective (Limit- 3 per Touchstone)

- Touchstone Services, Opportunities, and Supports (as best relates to your program)
- Any research or data that identifies your touchstone life area(s) as a need in your community.

Please note: The Touchstone Life Areas, Goals, Objectives, and Services, Opportunities, and Supports can be found on pages 9-11 of this RFP.

**4. Program Description & Details: (Page Limit: 3 pages)** Please provide a detailed description of your proposed program, keeping in mind the Touchstone Life Area(s) chosen. This description should include the details below. Please list them in the order requested.

Please Include:

- Create a detailed narrative program description that demonstrates an effective positive youth development program.
- Program location/address.
- Exact days and hours of operation of the program and how they meet the needs of youth in your community.
- Exact length of time (months) youth will participate. Please note if this program will continue during the summer months, or if you use another program model.
- How do you serve youth in high need and underserved neighborhoods, per the poverty map that can be found on page 19? (note if you serve youth from areas other than or in addition to your own neighborhood and identify zip codes you serve)
- Include a calendar or daily plan with times, locations and specific activities.
- Describe how the program includes enriching and/or educational field trips in addition to “fun” field trips, if applicable to your program.
- Please note if this is a pilot program.
- Describe collaborators and community participation. How do these add value to your program?
- What is the direct staff to participant ratio?
- List direct staff by name (or title if position is vacant), describe their qualifications and years working with youth.

**5. Performance Measures: (Page Limit: 2 pages, not including the actual RBA form)** It is important to quantifiably measure and report upon the performance/results of your program to review whether or not the program is being successful in achieving the outcomes desired. Doing so will allow those responsible for program design to determine if the program is effective, or if it needs to be modified in order to have a better opportunity for success.

Using the Results Based Accountability™ Model, the Erie County Youth Bureau has implemented a Performance Measurement process for each Erie County funded agency. All agencies funded in 2011 have been trained in

“Performance Accountability” to measure the work they do quantitatively to provide programmatic outcomes/data. Newly funded agencies in 2012 will have the same opportunity. Performance Accountability looks at how well a program or agency is working on three levels:

1. How much did we do?
  2. How well did we do it?
  3. Is anyone better off? = Program/Agency Outcomes
- The Results Based Accountability Model (RBA) is required to be completed by all programs funded through the ECYB. This section asks for measures of the quality of your services and the performance measures and outcomes that you are helping the young people in your program to achieve. Over the past year (2010) please provide the following information:
    - If you were previously funded by ECYB, please attach your approved RBA Performance Measurement Form from the previous year.
    - If you have not used the Results Based Accountability Model, what are the specific measurement tools that you are using? Please attach a sample of the measurement tools being used to measure the quality of your service.
    - What factors have contributed to your performance over the past two years (the story behind program performance)?
    - What do you intend to do to improve this performance?
  - Please note: A New York State Annual Assessment and RBA Performance Measurement Form (approved by the Erie County Youth Bureau), will be required 30 days upon completion of the program year, or January 31, 2013. With the exception of our Runaway-Homeless Youth Providers, the Erie County Youth Bureau will also be requiring grade level advancement statistics for young people participating in your programs. These results will be taken into consideration for future funding.
6. **Budget:** Please complete the attached budget and budget narrative with as much detail as possible. Only include information for the program you are requesting funding for, not information for your entire agency.
7. **Additional Forms:** Please include the following forms.
- **Board of Directors:** Provide a list of your Board of Directors including Name, Board Position, Home Address and Phone Number, Employer’s Name, Employer’s Address and Phone Number, and any Professional or Community Affiliations. In addition, please identify any youth members (under age 21).
  - **IRS 501 (c)(3) Letter of Determination:** Must be current. One copy only.
  - **Form 990:** From most recent year. One copy only.



## **Touchstones Life Areas, Goals, & Objectives:**

### **Economic Security:**

Goal 1: Youth will be prepared for their eventual economic self-sufficiency.

Objective 1: Youth will have skills, attitudes and competencies to enter college, the workforce or other meaningful activities.

Objective 2: Young adults who can work will have opportunities for employment.

Objective 3: Youth seeking summer jobs will have employment opportunities.

### **Physical and Emotional Health:**

Goal 2: Children and youth will have optimal physical and emotional health.

Objective 1: Children and youth will be physically fit.

Objective 2: Children and youth will be emotionally healthy.

Objective 3: Children and youth will be free from health risk behaviors (e.g., smoking, drinking, substance abuse, unsafe sexual activity).

Objective 4: Children and youth with service needs due to mental illness, developmental disabilities and/or substance abuse problems will have access to timely and appropriate services.

### **Education:**

Goal 3: Children will leave school prepared to live, learn and work in a community as contributing members of society.

Objective 1: Students will meet or exceed high standards for academic performance and demonstrate knowledge and skills required for life-long learning and self-sufficiency in a dynamic world.

Objective 2: Students will stay in school until successful completion.

### **Citizenship / Civic Engagement:**

Goal 4: Children and youth will demonstrate good citizenship as law-abiding, contributing members of their families, schools and communities.

Objective 1: Children and youth will assume personal responsibility for their behavior.

Objective 2: Youth will demonstrate ethical behavior and civic values.

Objective 3: Children and youth will understand and respect people who are different from themselves.

Objective 4: Children and youth will participate in family and community activities.

Objective 5: Children and youth will have positive peer interactions.

Objective 6: Children and youth will make constructive use of leisure time.

Objective 7: Youth will delay becoming parents until adulthood.

Objective 8: Children and youth will refrain from violence and other illegal behaviors.

**Family:**

Goal 5: Families will provide children with safe, stable and nurturing environments.

Objective 1: Parents/caregivers will provide children with a stable family relationship.

Objective 2: Parents/caregivers will possess and practice adequate child rearing skills.

Objective 3: Parents/caregivers will be positively involved in their children's learning.

Objective 4: Parents/caregivers will have the knowledge and ability to access support services for their children.

Objective 5: Parents/caregivers will provide their children with households free from physical and emotional abuse, neglect and domestic violence.

Objective 6: Parents/caregivers will provide their children with households free from alcohol and other substance abuse.

**Community:**

Goal 6: New York State communities will provide children, youth and families with healthy, safe and thriving environments.

Objective 1: Adequate housing will be available.

Objective 2: Adequate transportation will be available.

Goal 7: New York State communities will provide youth and their families with opportunities to help them meet their needs for physical, social, moral and emotional growth.

Objective 1: Communities will make available and accessible formal and informal services (e.g., child care, parent training, recreation, youth services, libraries, museums, parks).

Objective 2: Adults in the community will provide youth with good role models and opportunities for positive adult interactions.

Objective 3: Communities will provide opportunities for youth to make positive contributions to community life and to practice skill development.

## Touchstone Services, Opportunities, and Supports

<b>Economic Security</b>
Career Counseling
Career Fairs/Days
Career Research & Planning
College Exploration & Readiness Activities
College Research & Planning
Computer/Internet Skills
Employment
GED Preparation
Independent Living Skills
Interest & Skills Assessment
Job Shadowing, Job Rotations
Job Training/Employment Skills Development
Matching with Employers for Internships/Work
Resume & Job Search Assistance
Self-Sufficiency Skills Development
Summer Employment
Vocational Training
Work Readiness Skills
<b>Physical &amp; Emotional Health</b>
Adolescent Sexuality Education
Alcohol/Substance Abuse Counseling
Alcohol/Substance Abuse Prevention Activities
Alcohol/Substance Abuse Treatment
Assessment of Service Needs
Athletic Activities
Case Management/Referrals
Child Care
Chronic Disease Prevention
Conflict Resolution/Anger Management Skills
Counseling
Counseling – Emotional (Self Esteem, Other)
Crisis Intervention
Crisis Intervention Counseling
Group Counseling
Health Education
Health/Medical Services
HIV-AIDS/STD Prevention
Individual Counseling
Mental Health Services
Nutrition – Obesity Prevention
Nutrition and Food Programs
Peer Counseling
Pregnancy Prevention
Recreational Activities (Summer)
Recreational Activities (Year Round)
Resiliency Building
Self-esteem Workshops
Smoking Prevention/Cessation Activities
Suicide Prevention/Education
<b>Education</b>
Academic Services/Educationally Related Services
Alternate Education
Arts & Crafts Education
Basic Literacy Support
Basic Math Support
Bilingual Education
Counseling - Education
Dropout Prevention
Learning Disabilities
Study Skills

<b>Citizenship</b>
After School Programs
Aftercare/Transitional Services
Character Education
Civic/Political Activities
Classism, Sexism, Racism Workshops
Community Service/Youth Activism Projects
Cultural Enrichment/Awareness
Gang Prevention and Intervention
Gang/Violence Intervention
Juvenile Aid Bureau/Officer
Juvenile Justice Diversion Services
Leadership Skills Development
Mediation
PINS Diversion Services
Safe Place Out of School Time
School Resource Officer
Supportive Relationships
Youth Court
Youth Leadership/Empowerment
<b>Family</b>
Adoption Counseling/Workshops
Asset Building
Child Abuse & Neglect Intervention and Treatment
Child Abuse & Neglect Prevention/Education
Community Programs to Promote Youth Development
Dating Violence Intervention and Treatment
Dating Violence Prevention/ Education
Death & Bereavement Counseling/Workshops
Divorce/Single Parenting Counseling/Workshop
Domestic Violence Intervention and Treatment
Domestic Violence Prevention/Education
Family Communication Workshops
Family Support
Family Violence Prevention/Education
GLBTQ Counseling/Workshops/Education
Parenting Skills
Services for Pregnant & Parenting Youth
Sexual Exploited Youth Education
Stress Management Workshops
<b>Community</b>
Administering or Providing Funding for Services/Supports
Advocacy on Behalf of Youth
Clearinghouse/Resource Center
Conferences/Meetings
Convening Collaborative Groups for Planning/Organizing
Developing or Coordinating Programs/Models
Evaluation Activities
Information Dissemination
Mentoring long term (More Than 12-Month Relationships)
Mentoring short term (less Than 12-Month Relationships)
Monitoring Activities
Needs Assessment
Planning & Program Development
Professional Development
Research
RHYA Coordination
RHYA Part I Emergency Shelter
RHYA Part I Interim Family
RHYA Part I Street Outreach
RHYA Part II Non Residential Case Management
RHYA Part II Group Residence
RHYA Part II TILPS Supported Residence
RHYA Part I Non Residential Case Management
Spiritual or Faith-Based Connections/Youth Groups
Training/Technical Assistance
Violence/Crime/Delinquency Prevention Activities

**Erie County Youth Bureau  
2012 Year Round Grant Funding  
Budget Section Guidelines  
RFP #1110BC**

**Introduction**

1. The following budget sections relate only to the program for which you are requesting funding. Do not list the agency's total budget lines.
2. The Youth Bureau must have a full financial picture for the program for which you are requesting funding. As you complete this budget section, keep in mind that you must list ALL costs associated with the program, even if you are not requesting reimbursement for those items.
3. In kind budget lines should be noted as 'In Kind' under the Budget Items column and a dollar amount attributed with the in kind service must be noted in the Total Program Budget Line.
4. Total Erie County Youth Bureau funding requests may not exceed \$ 15,000.
5. Please complete each section of the budget on the form provided below. For items that are not applicable to your program, list '0' in the Total Program Budget Line.
6. Equipment purchases over \$200 and/or with a useful life of more than 2 years for which reimbursement is requested will be considered property of the Erie County Department of Social Services (ECDSS) and must be equipped with an identification tag from ECDSS upon purchase. Equipment purchases not reimbursed through ECYB will not follow the aforementioned guidelines.
7. Program costs incurred and/or paid before January 1, 2012 may not be included in this budget. Expenses must be paid during the program duration timeframe of January 1, 2012 – December 31, 2012.
8. Be sure to complete the Budget Narrative Questions at the end of this section.

**Erie County Youth Bureau  
2012 Year Round Program Budget**

**Agency Name:** \_\_\_\_\_

**Fiscal Contact Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**PROGRAM BUDGET SUMMARY**

**Program Duration: January 1, 2012 to December 31, 2012**

<b>SUMMARY OF BUDGET LINES:</b>	<b>ERIE COUNTY FUNDS REQUESTED:</b>	<b>PROGRAM TOTAL COST:</b>
Salaries & Wages Total Cost		
Fringe Benefits Total Cost		
Contracted Services Total Cost		
Materials & Supplies Total Cost		
Transportation & Field Trips Total Cost		
Facilities Total Cost		
Other Expenses Total Cost		
<b>FUNDING TOTALS</b>		

- 1. Salaries & Wages** - Please include job title, hourly/monthly rate X % of time in program X number of months (weeks).

*Example-*

Salaried position: Program Director, \$3,000/month X 50 % x 12 months = \$18,000

Hourly position: Program Aide, \$10/hour X 20 hours/week X 48 weeks = \$9,600

POSITION/TITLE:	SALARY (specify annual, monthly or hourly):	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM	TOTAL PROGRAM COST:
<b>Salaries &amp; Wages Sub-Total</b>				

- 2. Fringe Benefits-** Please include position title, benefit amount X number of months X percent of time in program. Each agency is required to list FICA, Worker Compensation, Disability Insurance and agency portion only of Health Insurance (if applicable) for each employee listed under the Salaries & Wages section.  
*Fringe benefits may not exceed 25% of the total funding request.*

*Example-*

Program Director: \$600/mo X 75% X 10 months = \$4,500

POSITION/TITLE:	FRINGE BENEFIT COST:	PERCENT (%) OF TIME IN THIS PROGRAM:	NUMBER OF MONTHS OR WEEKS IN PROGRAM	TOTAL PROGRAM COST:
<b>Fringe Benefits Sub-Total</b>				

**3. Contracted Services-** Please include company name/organization and job title/service provided; per hour/month rate X % of time in program X number of months.

*Example-*

Literacy Company, 2 Program Presenters, 2 X \$500/month X 75% X 10 months = \$7,500

ABC Accountants Inc., agency audit, \$2,500/annually X 25% program share = \$625

<b>CONTRACTOR AND SERVICES PROVIDED:</b>	<b>CONTRACT COST:</b>	<b>PROGRAM TOTAL COST:</b>
<b>Contracted Services Sub-Total</b>		

**4. Materials & Supplies-** Please include all program supply costs whether reimbursement is requested or not i.e. consumable and non consumable items, office supplies, maintenance supplies, academic and recreational supplies, other program supplies, etc.

*Example-* 100 math journals @ \$5.00 each = \$5,000

<b>MATERIAL AND SUPPLIES:</b>	<b>PRICE PER UNIT:</b>	<b>NUMBER OF UNITS REQUESTED:</b>	<b>PROGRAM TOTAL COST:</b>
<b>Materials &amp; Supplies Sub-Total</b>			

**5. Transportation & Field Trips** - Please include means of transportation if renting buses, cost per ticket, etc. If you are claiming costs associated with a vehicle owned by the organization and/or mileage costs incurred by employees, you must list the percentage of time the vehicle or employee is charged to this program.

*Example-*

1 bus rental to Buffalo Museum of Science = \$250

25 entrance tickets to Buffalo Zoo X \$5.00/each = \$125

Van insurance, \$5,500 annually X 50% (amount of time for youth program) = \$2,750

DESCRIPTION OF EVENT/FIELD TRIP (include cost per item/number of youth attending, if applicable):	PROGRAM TOTAL COST:
<b>Transportation &amp; Field Trips Sub-Total</b>	

**6. Facilities** - Please include who you pay the expense to and for what purpose, i.e. facility rent, utilities and/or maintenance costs; average amount of bill X months X percentage charged to program cost. Be certain to only request reimbursement for months you are actually operating this program and for the percentage this program uses such expense (i.e. an After School Program would only charge 10 months since no program runs in July and August). Note- Estimates are appropriate for this budget, but sufficient backup will be required when submitting expenditure reports.

*Example-*

National Grid- electric bill; \$400 X 10 months X 50% of time for this program = \$2,000

Philadelphia Insurance Co. – insurance; \$800 monthly X 10 months X 15% = \$1,200

FACILITIES/OPERATION EXPENSES:	TOTAL MONTHLY COST:	PERCENT (%) OF TIME IN PROGRAM:	PROGRAM TOTAL COST:
<b>Facilities Sub-Total</b>			



**7. Other Expenses-** Please itemize “other expenses” and provide enough information for a clear picture of how funds contribute to the program.

<b>DETAIL OF BUDGET ITEMS:</b>	<b>ERIE COUNTY FUNDS REQUESTED:</b>	<b>OTHER COMMITTED SOURCES:</b>	<b>OTHER PENDING SOURCES:</b>	<b>PROGRAM TOTAL COST:</b>
<b>Other Expenses Sub-Total</b>				

**2012 TOTAL PROGRAM BUDGET**

<b>TOTAL ERIE COUNTY FUNDS REQUESTED:</b>	<b>TOTAL PROGRAM COST:</b>

*Please be sure these totals match the program budget narrative and budget summary*

In the chart below, list all other funding sources for this program only, not the entire agency. Other funding sources may include, but are not limited to foundations, public/government agencies, corporations, individual donations, earned income, agency fundraising events, etc.

<b>OTHER FUNDING SOURCES FOR THIS PROGRAM ONLY (source name, address, contact person and phone number):</b>	<b>AMOUNT OF FUNDS REQUESTED</b>	<b>FUNDING CYCLE</b>

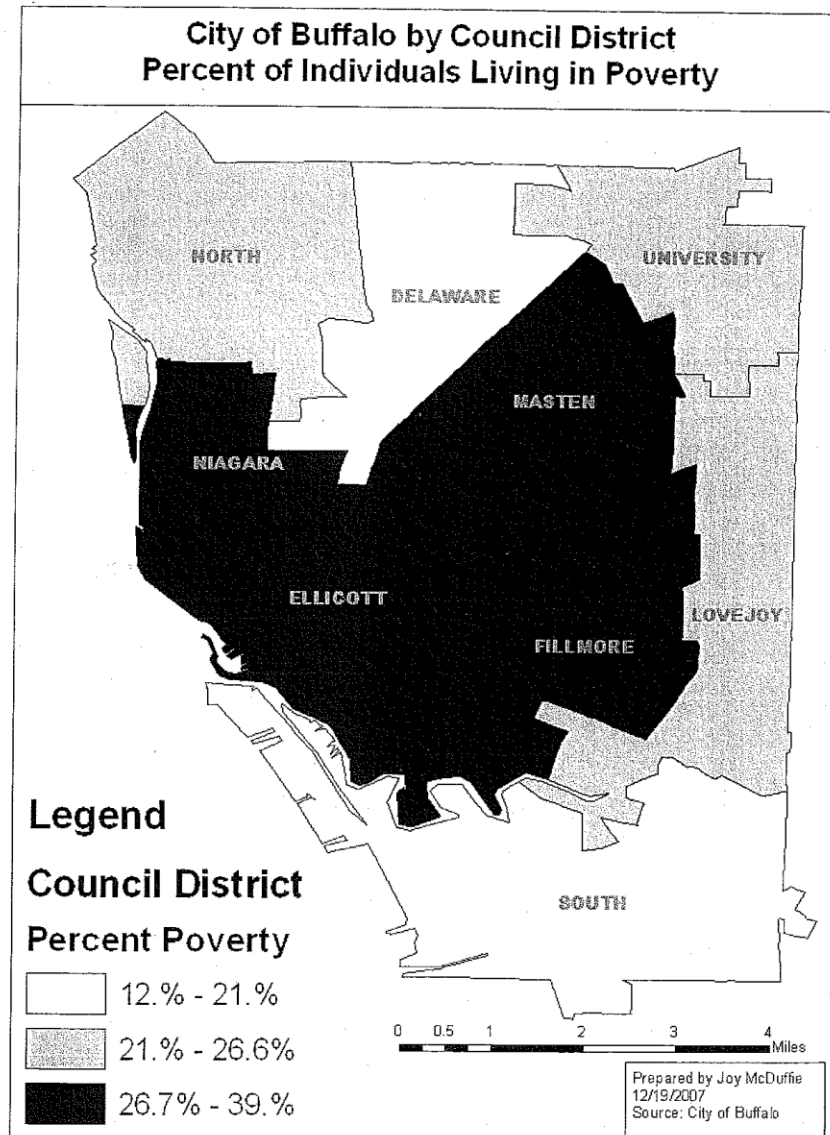
## **PROGRAM BUDGET NARRATIVE**

**(Limit to one (1) page or less)**

Please answer the following questions:

1. Does this program charge any fees to program participants? Please note- a funded agency **may not charge a fee** for programs or activities supported by state aid administered through the New York State Office of Children and Family Services and the Erie County Youth Bureau.
2. What percentage of this funding request is considered direct costs associated with the program?
3. What is the agency's cost per student for this program?  
(the total cost of the program divided by the number of program participants)
4. Please describe your agency's funding history with the Erie County Youth Bureau in the past three (3) years. Include the type of funding (YDDP, Primetime, etc.), the amount of the award and for which years this funding was received.

Poverty Rates from Census 2000



\*\*\* End of RFP \*\*\*